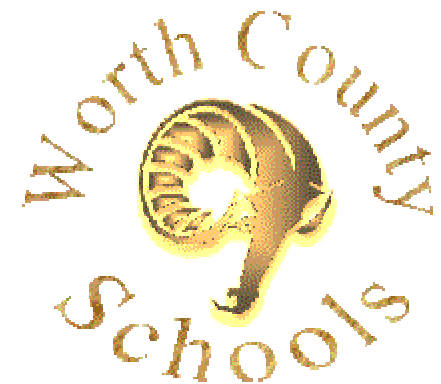




# LOCAL ACTION PLAN



## **PURPOSE OF LOCAL ACTION PLAN**

To emphasize strategies to address the k-12 educational issues and concerns of transitioning military families and their children.

# Local Action Plan Committee Members

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## **MCLB Albany**

Colonel Wingard, Joseph R.	MCLB Albany Commanding Officer
Willis, T. Lynn	Marine Corps Family Team Building Branch Head
Walker, GySgt Richard L.	School Liaison Officer
Ashley, Eric J.	Personal Service Branch Head

## **Dougherty County Schools**

Dr. Whatley, Sally	Dougherty County Superintendent
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## **Lee County Schools**

Dr. Walters, Larry	Lee County Superintendent
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## **Worth County Schools**

Dr. Russell, Gary	Worth County Superintendent
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## LOCAL ACTION PLAN ISSUES

1. Improve the timely transfer of student records.
2. Develop systems to ease student transition.
3. Promote practices which foster access to co-curricular programs.
4. Establish procedures to lessen the adverse impact of moves.
5. Communicate variations in the school calendars and schedules.
6. Create strong, child-centered partnerships between the installation and the supporting school.
7. Continue strong, child-centered partnerships between the installation and the supporting school.
8. Provide information concerning graduation requirements.
9. Provide specialized services for transitioning students when applying to and finding funding for post secondary education.

## LOCAL ACTION PLAN ISSUES

### Issue # 1: Improve the timely transfer of records.

**Scope: Ensure military children are accurately placed in the appropriate grade/class.**

Recommended Strategies	Person Responsible	Timeline of Action	Description of Strategy	Assessment/ Follow up
1. Implement revised in/out processing procedures.	School Liaison Officer (SLO)	Aug 04	1.1 Brief service members during in/out processing.	SLOs continue to brief.
			1.2 Include a stop at the SLO office on the in/out-processing checklist.	Service members are checked off for SLO.
			1.3 Develop in/out processing checklist and protocol.	Checklist and protocol are available.
			1.4 Place in/out processing checklists throughout the installation, schools and web sites.	Checklists are replenished.
	School Counselors	Mar 04	1.5 Stress need for timely records transfer.	SLOs continue to brief.

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2. Encourage transfer student to hand carry a copy of school records (i.e. copy of report card, birth certificate, immunization records) *If child is receiving special services or IEP this should also be included.	SLO and Counselors	Aug 04	2.1 Educate parents on their responsibility to request and transfer student records and to notify the school early when a move is planned.	SLO and counselors continue to brief parents.
			2.2 Encourage schools to provide copies of appropriate records to all students withdrawing.	Receiving schools request needed records upon arrival.
3. Identify sources to assist in foreign records and placements.	SLO and Counselors	Apr 04	3.1 Translate foreign records for grade placement purposes.	Review on Jan 05 for a source list of translator services.

## Issue # 2: Develop systems to ease student transition.

**Scope: To facilitate the timely integration of students into their new school.**

Recommended Strategies	Person Responsible	Timeline of Action	Description of Strategy	Assessment/ Follow up
1. Implement programs to assist students with transitions.	Counselor and Teachers	Aug 04	1.1 Assign faculty members to new students to serve as an advisor/mentor for the first semester.	Faculty maintains relationship.
			1.2 Utilize a buddy system.	Students are integrated.
			1.3 PTA/PTO representative to call new parent and welcome.	
	SLO	Aug 04	1.4 Implement a youth sponsorship committee.	
			1.5 Offer "New Student" clubs.	
2. Counselor meets with new student when notified as enrolled.	Counselor	Aug 04	2.1 Assigned counselor makes appointment with new student within first two weeks.	Midyear, students asked if counselor have met with student.

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3. Create information packets (include Testing Calendar)	Dougherty, Lee, and Worth Schools	Aug 04	3.1	Information given on first day with map of school, school handbook, clubs, schedules, co-curricular activities, academies, and schools of choice.	Continue to update packets and distribute.
4. Use of additional resources to fill in gaps regarding Ga graduation requirements.	Dougherty, Lee, and Worth Schools	Aug 04	4.1	Assist in meeting Ga graduation requirements.	Continue to advertise added resources to fulfill graduation requirements.
5. Formal orientation to school and schedule creation.	Dougherty, Lee, and Worth Schools	Aug 04	5.1	Review of records, schedule creation, school service overview.	Continue to in-process student to schools with orientation.
6. Utilize School Liaison Office for school issue communication purposes.	SLO	Aug 04	6.1	Address issues and concerns when conveyed by transitioning families through proper communication channels.	Discuss issues and concerns during Military Child Advisory Council meetings.



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7. Provide counselor information during summer months.	District Office Staff	Jun 04	7.1	School Districts provide counseling assistance during summer months.	Continue to update counseling systems.
8. Provide family counseling centers and information sessions.	SLO	Mar 04	8.1	Utilize the MCLB Albany Family Counseling Center.	Review annually to include family counseling session.
9. Provide general information regarding Dougherty, Lee, and Worth County Schools including various schedules, co-curricular activities, academies, schools of choice information, graduation requirement supplements, etc. through websites	Dougherty, Lee, and Worth County School Districts	Aug 04	9.1	Websites provide or direct families to activities and clubs that are available.	Continue to review information provided for effective inclusion on website and other media.  Continue to update.
		Dec 04	9.2	Add co-curricular activities to websites.	
		Mar 04	9.3	Encourage families to communicate with school personnel concerning school activities and their eligibility requirements.	

**Issue # 3: Promote practices which foster access to co-curricular programs.**

**Scope: Ensure transitioning youth opportunities for participation in co-curricular programs.**

<b>Recommended Strategies</b>	<b>Person Responsible</b>	<b>Timeline of Action</b>	<b>Description of Strategy</b>	<b>Assessment/ Follow up</b>
1. Provide general information regarding Dougherty, Lee, and Worth County Schools including various schedules, co-curricular activities, academies, schools of choice information, graduation requirement supplements, etc. through websites and other media.	Dougherty, Lee, and Worth Schools	Aug 04	1.1 Websites provide or direct families to activities and clubs that are available.  1.2 Add co-curricular activities to websites.  1.3 Encourage families to communicate with school personnel concerning school activities and their eligibility requirements.	Reevaluate at the beginning 2005-2006 school year for availability and updated information.  Update annually.

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| 2. Publicize Dougherty, Lee, and Worth School Districts school start dates.      | SLO and Counselor               | Jun 04 | 2.1 Dougherty, Lee, and Worth Schools website to access each school.<br><br>2.2 Links to individual schools.<br><br>2.3 Lists calendar dates 1 year out.  | Continue to update annually.  |
| 3. Review policies and procedures for participation in co-curricular activities. | School Administration and Staff | Aug 04 | 3.1 Consider alternate tryout schedules for transient families.<br><br>3.2 Assign a school representative to communicate with transient family.<br><br>3.3 Discuss with transient student opportunities for possible tryout opportunities upon enrollment.<br><br>3.4 Make available co-curricular eligibility requirements upon request. | Continue to update annually.<br><br><br><br><br><br>Continue to consider alternatives for transient students. |

## **Issue # 4: Establish procedures to lessen the adverse impact of moves.**

**Scope: Improve the quality of life and continuity of the student's education.**

<b>Recommended Strategies</b>	<b>Person Responsible</b>	<b>Timeli ne of Action</b>	<b>Description of Strategy</b>		<b>Assessment/ Follow up</b>
1. Use of GDOE websites to stay abreast of Ga graduation requirements.	SLO and Counselors	Mar 04	1.1	Use of websites to provide information.	Continue to update applicable websites quarterly.
			1.2	Share current graduation requirements with parents and students.	
2. Discuss the availability of supplemental graduation fulfillment courses.	SLO, and Counselors	Aug 04	2.1	Use of website and counselors.	Continue to communicate supplemental graduation fulfillment courses.
3. Implement programs to assist students with transitions.	Dougherty, Lee, and Worth Schools	Aug 04	3.1	Assign faculty members/counselors to new students to serve as an advisor/mentor for the first semester.	Continue use of faculty and counselors as advisor or mentor.
			3.2	Utilize a buddy system.	
	SLO	Dec 04	3.3	Implement a youth sponsorship committee.	Reevaluate buddy system and youth sponsorship annually.
			3.4	Offer "New Student" Clubs.	

## Issue # 5: Communicate variations in the school calendars and schedules.

**Scope: Placement in a school best fitting the students' previous academic schedules.**

Recommended Strategies	Person Responsible	Timeline of Action		Description of Strategy	Assessment/ Follow up
1. Advertise on Web and in-/out-processing, and in school directory.	SLO and Dougherty, Lee, and Worth Administrative offices.	Aug 04	1.1	Post schools start date and graduation dates on websites.	Continue to update web and briefings.
			1.2	Give Dougherty, Lee, and Worth District schedules out during in-/out-processing briefings.	
2. Publicize in local media and throughout the community.	SLO and Dougherty, Lee, and Worth Administrative offices.	Aug 04	2.1	Utilize local newspapers, publications, radio and television stations, cable networks, etc.	Continue to update media info.
		Aug 04	2.2	Provide Dougherty, Lee, and Worth District calendars to... <ul style="list-style-type: none"> <li>• Realtors to disseminate when selling homes.</li> <li>• Chamber of Commerce</li> <li>• Post Offices (include in relocation packets)</li> <li>• Post throughout the community.</li> </ul>	Reevaluate beginning of next school year to see if information is available.

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3. Link SLO's website to school's calendar and schedule options.	Dougherty, Lee, and Worth Schools IT	Aug 04	3.1 Contact Dougherty, Lee, and Worth School District IT personnel to link websites.	Check at beginning of year to see if link is established.
4. Provide general information regarding Dougherty, Lee, and Worth Schools including schedules, co-curricular activities, academies, schools of choice information, graduation requirements supplements brochure, etc. through websites and other media.	Dougherty, Lee, and Worth Schools	Aug 04	4.1 Websites provide or direct families to activities and clubs that are available. 4.2 Add co-curricular activities to websites. 4.3 Encourage families to communicate with school personnel concerning school activities and their eligibility requirements.	Reevaluate at the beginning 2005-2006 school year for availability and updated information.  Update annually.

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5. Individual schools share individual calendars and school information.	Dougherty, Lee, and Worth School Districts	Aug 04	5.1	Schools provide SLO with individual calendars and school information.	Reevaluate at the beginning 2005-2006 school year
	Administrative Offices.	Aug 04	5.2	School provides new parent/student with individual calendar and school information.	for calendar availability and updated information.
					Update annually.

## Issue # 6: Create and implement professional development systems.

**Scope: Prepare and educate SLO and school staff on the developments to improve student transition.**

Recommended Strategies		Person Responsible	Timeline of Action	Description of Strategy		Assessment/ Follow up
1	Explore conferences that will educate counselors with transition information.	SLO and Dougherty, Lee, and Worth School Districts.	Aug 04	1.1	Educate school personnel on MCEC website and encourage attendance at the MCEC's Transition Counselor Institute (TCI).	Follow-on discussions held at quarterly Military Child advisory council meetings.
				1.2	Continue to share information on transition issues and concerns.	
2	Enhance installation and Dougherty, Lee, and Worth School Districts Partnership.	SLO and Dougherty, Lee, and Worth School Districts.	Jan 04	2.1	Attend joint meetings between Dougherty, Lee, and Worth School Districts and MCLB Albany key personnel.	Continue joint meetings and professional development programs annually.
				2.2	Joint Professional Development.	
3	Marine Corps Family Team Building (MCFTB) training for local educators.	SLO	Dec 04	3.1	Provide Marine Corps Family Team Building workshops to assist schools with understanding how the military life and culture impact on students.	Continue to provide MCFTB training annually.



**Issue # 7: Continue strong, child-centered partnerships between the installation and the supporting school.**

**Scope: To develop joint programs designed to improve the quality of life for children/students.**

<b>Recommended Strategies</b>	<b>Person Responsible</b>	<b>Timeline of Action</b>	<b>Description of Strategy</b>	<b>Assessment/ Follow up</b>
1. Encourage continued partnerships throughout the year.	Local Education Agencies, SLO, MCLB Albany	Aug 04	1.1 Attend joint Military Child advisory council meetings.	Continue to offer joint Military Child Advisory council Meetings.
		Dec 04	1.2 Provide MCFTB training to the local educators.	
		Oct 04	1.3 Send representatives to attend TCI conference.	
		Aug 04	1.4 Encourage service members to volunteer at local schools.	Continue partnerships and reevaluate need annually.
		Dec 04	1.5 Develop a SLO fact handbook for schools to use.	
		Aug 04	1.6 Get service members involved in parent/teacher conferences, making the school the place of duty during the conference.	Continue to update SLO fact handbook.

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2. Encourage continued partnerships between schools and military units as Base mission permits.	SLO, Dougherty, Lee, and Worth School Districts and MCLB Public Affairs Office (PAO)	Ongoing	2.1	Encourage service members to volunteer at schools and other roles provided by local education agencies.	Continue to partner with MCLB units. Update information annually.
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**Issue # 8: Provide information concerning graduation requirements.**

**Scope: Educate students and parents on the courses required for graduation.**

<b>Recommended Strategies</b>	<b>Person Responsible</b>	<b>Timeline of Action</b>	<b>Description of Strategy</b>		<b>Assessment/ Follow up</b>
1. Make graduation requirements available.	SLO and Counselors	Aug 04	1.1	Publicize on the school and SLO websites, link websites.	Continue to publicize and update annually.
2. Provide information on scholarships.	SLO and Counselors	Aug 04	2.1	Advertise scholarships through newsletters, bulletin board posting, websites and counselor outreach.	Continue to advertise and update scholarships as needed.
	Counselors	Aug 04	2.2	Provide scholarship information at area high schools.	Continue to research available scholarships and update.

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3. Disseminate Dougherty, Lee, and Worth School Districts student handbooks.	SLO and Dougherty, Lee, and Worth Schools	Aug 04	3.1 Provide SLO with adequate number of Dougherty, Lee, and Worth County School Districts student handbooks.	Continue to disseminate student handbooks and update annually.
4. School College and Career days.	SLO and Dougherty, Lee, and Worth Schools	June 04	4.1 Provide post-secondary and job related information to students.	Continue to provide college and career days.
5. Provide links on district websites to GDOE website concerning Dougherty, Lee, and Worth County School Districts curriculum guides for all grade levels.	Counselor	Aug 04	5.1 Ensure curriculum guides found on Ga state website are current.	Check curriculum guides and update annually.

**Issue # 9: Provide specialized services for transitioning students when applying to and finding funding for Post Secondary study, or when transitioning from school to work.**

**Scope: Ease the transition from school to college or work by providing fairs and scholarship information.**

	<b>Recommended Strategies</b>	<b>Person Responsible</b>	<b>Timeline of Action</b>		<b>Description of Strategy</b>	<b>Assessment/ Follow up</b>
1	Offer Financial Aid and College information.	SLO and Dougherty, Lee, and Worth Schools	Aug 04	1.1	Educate parents and students on completing the FAFSA and school application.	Continue to provide information annually.
2	Provide scholarship information and disseminate to families.	SLO	Aug 04	2.1	Ensure info is provided upon request to transient families.	Continue to provide scholarship information and update as needed.
3	Offer job shadow days.	SLO and Dougherty, Lee, and Worth Schools	Jun 04	3.1	Explore opportunities for local students to participate in job shadow days.	Continue to provide job shadow days annually.